



## DEPARTMENT OF THE NAVY

NAVY ENVIRONMENTAL HEALTH CENTER  
2510 WALMER AVENUE  
NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTHCENINST 4401.1H

AS

14 APR 1999

### NAVENVIRHLTHCEN INSTRUCTION 4401.1H

Subj: MATERIAL PROCUREMENT SYSTEM REQUESTS

Ref: (a) NAVSUPINST 4200.85C (Series)  
(b) Federal Acquisition Regulation (FAR)  
(c) OPNAVINST 4614.1F (Series)  
(d) NAVSUP Manual Paragraph 22483  
(e) BUMEDINST 5230.5A (Series)

Encl: (1) NAVENVIRHLTHCEN Purchase Request (NEHC form 4401/1 (12/96))  
(2) Certification of Emergency Requirement (NEHC form 4401/2 (8/96))  
(3) Certification of Unsuitable Standard Stock Material (NEHC form 4401/3 (8/96))  
(4) Guidelines for Sole Source Justification  
(5) Estimated Delivery Time Guideline for Priority 13 Requisitions

1. Purpose. To establish policies, procedures and guidelines for requesting materials and/or services at the Navy Environmental Health Center (NAVENVIRHLTHCEN) per references (a) through (e). This is a new instruction and should be read in its entirety.

2. Cancellation. NAVENVIRHLTHCENINST 4401.1G.

3. Background. The Logistics Team, Administration and Support Directorate, is responsible for procuring all supplies, services and equipment for NAVENVIRHLTHCEN and to support its Echelon 4 activities. Outlined procedures cover requests for procuring material and/or services, delivery time and contracting authority. The supply system requires:

a. Standard stock items (items carried in the supply system and identified by appropriate stock numbers) will be used whenever applicable.

b. Non-Standard items (items not carried in the supply system) will be replaced by a substitute standard stock item that will produce the same end use whenever applicable.

c. Unsubstitutable non-standard items be appropriately justified on NEHC Form 4401/3 (enclosure (3)), and purchased through open market purchase procedures.

d. When procurements are made with the government purchase card, use of standard stock items is not mandatory.

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4. Action.

a. Standard Stock Items

(1) Submit a signed requisition using NEHC Form 4401/1 (enclosure (1)). Only requisitions signed by the Commanding Officer, Executive Officer, Directors, and Program Managers, or their assigned designees will be processed. A list indicating individual(s) authorized to sign requisitions will be maintained by the Logistics Team and will be updated annually. DIRECTORS/PROGRAM MANAGERS WILL NOTIFY THE LOGISTICS TEAM OF ANY CHANGES IN AUTHORIZATIONS AS THEY OCCUR.

(2) The Logistics Team will serialize each requisition and a Notification of Action will be returned to the originating customer within 14 calendar days after receipt. If the originating customer has not received a notification of action within 15 calendar days of the date they submitted the request, contact the Logistics Team to determine your requisition's status.

(3) The notification of action will contain a serial number, document, or order number that identifies your request even though the item may also be requested by other directorates. When requesting the status, provide the serial, document, or order number referenced on your notification to expedite the follow-up process.

b. Requesting Non-Standard/Open Purchase Items or Services

(1) Supplies, Equipment and Services

(a) Submit a signed requisition (enclosure (1)) to the Logistics Team.

(b) If all requested items are produced by the same manufacturer, there is no limit to the number of line items per requisition.

(c) If requested items are produced by different manufacturers, separate requisitions are required for each manufacturer.

(d) The Logistics staff will screen all requisitions to determine procurement method and if the same or similar type of item is carried in the supply system. If the requested item is cross-referenced to a National Stock Number (NSN), a Certification of Emergency Requirement form (enclosure (2)) or Certification of Unsuitable Standard Stock Material form (enclosure (3)) (as applicable) will be completed.

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(e) If the total requisition exceeds \$2,500.00, competitive bids from suppliers are required or for Federal Supply Schedule (FSS) items/services, a comparison of schedule items/services that meets the government's need must be reviewed. A Sole Source is authorized only when the criteria defined in reference (b) and the Guidelines for Sole Source Justification (enclosure (4)) are met. FSS orders are not exempt from the rules of justification, comparison and/or sole source justifications.

(2) Activities requesting B-reader services are authorized to use naval letter or memorandum format.

5. Required Delivery Date. Medical activities are only authorized to use priorities 3, 6 and 13. A requisition bearing a priority other than a 13 must include a full justification for the higher priority. Procurement personnel will review the justification for compliance with published guidelines. Requisitions with a priority 3 or 6, without adequate justification, will be modified to a priority 13.

a. A priority 3 assigned to a requisition indicates that the requirement is immediate and without the material, the requester is unable to perform one or more primary missions.

b. A priority 6 assigned to a requisition indicates the requirement is immediate or it will occur in the near future and the ability to perform one or more primary missions will be impaired until the material is received.

c. A priority 13 assigned to a requisition indicates the request is for routine replenishment. See Estimated Deliver Time Guidelines for Priority "13" Requisitions (enclosure (5)) for delivery guidelines.

6. Contracting Authority.

a. Only designated contracting officers, acting within the scope of their authority, are authorized to enter into or modify a contract. A contract is defined as any type of agreement or order for procurement of supplies, services, and equipment.

b. While immediate action may occasionally be necessary to obtain needed supplies, services, or equipment, the need to provide prompt notice to a contractor **does not justify contractual commitments by other than authorized personnel.**

7. Special Requirements.

a. Furniture: the Comptroller or his/her designee will review all requests. Excess property listings and defense property disposal office holdings will be screened prior to procuring

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new items. The Commanding Officer shall review furniture requests in excess of \$1,000.00 per line item or \$2,500.00 total requirement.

b. Information Technology (IT): All requests for IT items must be approved by the NAVENVIRHLTHCEN IT approval official (Information Technology Support Team). Abbreviated System Decision Papers (ASDP) must be submitted to the NAVENVIRHLTHCEN Information System Executive Board (ISEB) for approval on all IT requirements, in accordance with reference (e).

c. Books: All requests for books, documents, online database subscriptions, audio and videotapes, and journal subscriptions must be submitted to the library staff. If the request meets the criteria established for additions to the library collection and funding is available, library personnel initiate the purchase through the appropriate supply source.

  
R. L. BUCK

Distribution: (NAVENVIRHLTHCENINST 5215.2P)  
List VI (All NAVENVIRHLTHCEN Personnel)

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**NEHC PURCHASE REQUEST FORM** (NEHC 4401/1 (8/96))

PAGE \_\_\_\_ OF \_\_\_\_

DATE OF REQUISITION: \_\_\_\_\_ FROM: \_\_\_\_\_  
LAST NAME EXT. DIRECTORATE ROOM #

JOB ORDER NUMBER: \_\_\_\_\_ DATE MATERIAL/SERVICE REQUIRED: \_\_\_\_\_

PRIORITY: \_\_\_\_\_ (IF A PRIORITY OTHER THAN 13 IS USED, STATE DETAILED JUSTIFICATION ON THE FOLLOWING LINES)**ENTER COMPLETE SHIP TO ADDRESS:**

(IF ITEM TO BE SHIPPED TO 2510 WALMER AVE, LEAVE BLANK. IF TO ANY OTHER ADDRESS, INCLUDE COMPLETE ADDRESS, POC, &amp; PHONE #)

ITEM #	DESCRIPTION	U/I	QTY	UNIT PRICE	TOTAL COST

SUGGESTED SOURCE OF SUPPLY/SERVICE (COMPANY/ADDRESS/PHONE#):

**TOTAL****FOR RM/AS USE ONLY:**

SIGNATURE OF DIRECTORATE APPROVING OFFICIAL

COMPTROLLER FUNDING (FUND CODE IS "ZY" UNLESS OTHERWISE NOTED):

AMOUNT AUTHORIZED, INITIAL, AND DATE

BUYER INFO

BUYER'S INITIAL, AMT OBL, RDD &amp; ORDER NUMBER

Encl (1)

## PAGE OF

DATE OF REQUISITION: FROM:

LAST NAME	EXT.	DIRECTORATE	ROOM #
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## INSTRUCTIONS FOR COMPLETING NEHC FORM 4401/1, PURCHASE REQUEST

PAGE \_\_\_\_ OF \_\_\_\_: Page numbers, self-explanatory

DATE OF REQUISITION: Enter the date you prepared this form (i.e. 25 APR 96)

FROM: Self-explanatory

JOB ORDER NUMBER: List the appropriate JO # as provided to your directorate/program by the Comptroller

DATE MATERIAL/SERVICE REQUIRED: Enter a date here (i.e. 30 JUL 96). We will not accept "ASAP". Be realistic with this date based on the command's need. If you need an accelerated delivery make sure you use the appropriate priority and state in detail why you need the item/service by the specific date you have chosen. NOTE: If this is an overnight shipment requirement, enter the date you want the package to arrive at its destination.

PRIORITY: Medical activities are authorized to use priorities 03, 06 and 13. A purchase request form bearing a priority other than "13" **must** include a **detailed** justification statement. Logistics personnel will review the justification for compliance with published guidelines and use justification to prioritize their work. **Purchase request with a priority "03" or "06" received without an adequate justification will be treated as a priority "13" routine requisition.** Check NAVENVIRHLTHCENINST 4401.1 (series) for estimated delivery time guideline for priority "13" requisitions. We should plan our requests so that the majority of our requests are priority "13", however, in those times of emergencies, make sure you document your request adequately so that the Logistics Department can process your requirement on time. **NOTE: Priority "13" requests must include a justification for the request.** This type of justification can be done in a few words (i.e. Replenish supplies; initial set up of office; replace broken furniture, new program requirement; annual calibration, etc.).

ENTER COMPLETE "SHIP TO" ADDRESS: Self-explanatory. Note: For express shipment, we cannot ship to any APO/FPO address and all telephone numbers **must** be a commercial number. Express shipment companies do not have excess to DSN telephones.

ITEM #: Self-explanatory

DESCRIPTION: For National Stock Number (NSN) procurements, enter the NSN and the item name i.e. 7530-00-286-6970 Envelope; 0102-LF-000-1735 DD form 173/2 joint message.

*Repair of equipment*, enter name of the equipment, model number, serial number, barcode number, the specific problem you're experiencing with the equipment, location of the equipment to include the room number/point of contact for repairs and the *original acquisition cost* of the equipment. If you do not know the original acquisition cost, call the equipment manager. He/she can normally identify this cost for you if you give him/her the barcode number from the equipment.

*Software*, enter the name of the software, version required and publisher of the software. Note: List publisher only

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If the source of supply you have listed is not the publisher. In addition, we will require the documentation you require coming with the software i.e. disk and size, books, licenses etc.

Open market items:

i.e. copier paper, list color, size, recycle or not, weight, part number/catalog number or attach copy of page from the catalog you got your information from to order the paper.

I.e. laser printer, prints 12 pages per minute at 600 x 600 dpi resolution, minimum 250 sheet paper tray, 2MB memory expandable to 66MB, 45 internal scalable typefaces, one year on site warranty, parallel/serial interfaces HP LaserJet 4+ part number C2039A or equal, or attach copy of page from the catalog you got your information from.

*The key to a good description is identifying all the characteristics the government requires of the item/service being procured. If you need assistance with this, contact one of the buyers. This could save you time in procuring the item/service you require. When insufficient information is received, your procurement could be held up if you're not available to answer questions concerning your requirement.*

**U/I (Unit of Issue):** Enter the appropriate abbreviation of the type of unit in which the item is issued i.e. BX = box; CA = cartridge; BT = bottle, BG = bag; RO = roll; SH = sheet; FT = foot; MR = meter; PG = package; BK = book; BD = bundle; EA = each; etc.

**QTY (Quantity):** Enter the number of units required for the requested item.

**UNIT PRICE:** Enter the estimated unit prices of the requested item

**TOTAL COST:** Enter the quantity times the unit price

**TOTAL:** Enter the total of all the items added together

**SUGGESTED SOURCE OF SUPPLY/SERVICE:** Self-explanatory

**SIGNATURE:** Self-explanatory

**FOR RM/AS USE ONLY:** Self-explanatory



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## CERTIFICATION OF EMERGENCY REQUIREMENT

If an emergency requirement exists and the material is unavailable through the standard stock system, Commanding Officer's approval must be obtained before procurement personnel can consider local purchase of the material. NAVSUP Manual Volume II paragraph 22311 defines an emergency requirement as follows:

An emergency requirement is a requirement for material needed at once and essential to health, safety or accomplishment of assigned mission.

I certify that in accordance with the above definition an emergency requirement exists. I further certify that, for items involving health, safety, or combat effectiveness, quality assurance inspection and testing will be performed to the maximum extent practicable prior to acceptance.

**NSN of unavailable material:** \_\_\_\_\_

**Nomenclature:** \_\_\_\_\_

\_\_\_\_\_  
/s/ of Commanding Officer or Designee

\_\_\_\_\_  
Typed or Printed Name and Rank/Grade

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## **CERTIFICATION OF UNSUITABLE STANDARD STOCK MATERIAL**

If procuring nonstandard material is considered mandatory, the Commanding Officer's approval must be obtained before procurement personnel can consider local purchase of material.

### **CERTIFICATION - STANDARD STOCK MATERIAL IS NOT SUITABLE**

I certify that the standard stock item associated with the below listed NSN is not suitable and requested nonstandard material is considered to be essential. I further certify that, for items involving health, safety, or combat effectiveness, quality assurance inspection and testing will be performed to the maximum extent practicable prior to acceptance.

**COG:** \_\_\_\_\_

**NSN:** \_\_\_\_\_

**NOMENCLATURE:** \_\_\_\_\_

\_\_\_\_\_  
/s/ of Commanding Officer or Designee

\_\_\_\_\_  
Typed or Printed Name and Rank/Grade

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**GUIDELINES FOR SOLE SOURCE JUSTIFICATIONS**

1. The contracting officer is legally required to ensure sole source justifications are adequately documented. The justification must demonstrate that only one company can perform. The following are examples of basis for sole source acquisitions:

a. The requested supplies or services are unique to a contractor.

b. Data is unavailable for competitive procurement.

c. It is necessary that the item being acquired from the single source be compatible and interchangeable with existing equipment.

2. The following elements **must** be addressed in the sole source justification:

a. Clearly state the Government's requirements. Ensure the entire requirement is addressed.

b. Explain why the contractor is the only company that can meet the Government's requirement. The documentation necessary to substantiate the two most common basis of sole source adequately is discussed below:

(1) If the contractor has a unique capability (item or service), it is insufficient to say the contractor is unique. If the item is unique to the contractor, the unique characteristics must be set forth. If the contractor has unique expertise, that expertise must be described. If the contractor has unique equipment or facilities, or has proprietary data, it must be explained.

(2) If only one contractor can perform within the required time frame, the time frame must be explained.

(a) Provide the date by which the supplies or services must be delivered.

(b) Indicate how that date was determined and it's significance.

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(c) Indicate the impact of delay beyond that date in terms of program schedules, milestones, etc.

(d) State how long it would take another contractor to acquire the capability to perform (learning period), how much it would cost another contractor to get up to speed, and if appropriate, what it would cost the Government in terms of dollars and man-hours to get another contractor up to speed. State the basis for the above estimates.

c. State how the sole source decision was reached. Generally, technical personnel's knowledge and experience can be used to support source. The following are examples of documentation supporting this element:

(1) Explain requisition originator's experience that would indicate that he knows that only one source can perform.

(2) Explain that technical publications, symposiums, or conferences clearly indicate that only one company can perform. List publications read and symposiums and conferences attended.

d. State what is being done to foster future competition.

e. Justification must be signed and dated by the Director.

3. There are several other points to be made:

a. The two most often cited basis for sole source are uniqueness and time frame. These are often confused and inappropriately interchanged. If a contractor is unique, and the uniqueness is adequately substantiated, a discussion of time frame is inappropriate. If the basis for sole source is time frame, a discussion of uniqueness should not be made or alluded to. **Time frame does not make a contractor unique.**

b. In cases where an unsolicited proposal for R&D has been received, the justification limiting acquisition to a single source must verify that the proposal represents the product of original thinking by the submitting contractor and could not be obtained competitively without revealing the original thinking.

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c. Statements that a contractor has the best capability, offers the lowest price, or is the only qualified source are not basis for sole source. Such determinations can only be made through competitive acquisitions. A strong presentation which merely establishes that the recommended source is most qualified to perform, but does not establish why other sources cannot perform, is unacceptable.

d. Incumbency does not justify sole source.

e. Administrative delay or lack of **adequate advance planning** do not create an urgency that justifies sole source acquisition.

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## **ESTIMATED DELIVERY TIME GUIDELINE FOR PRIORITY '13' REQUISITIONS**

### **OPEN MARKET PURCHASES** (UP TO \$2,500.00)

Average of 3 weeks after the vendor receives the order

### **STANDARD STOCK ITEMS**

Average of 2-3 weeks from date the supply depot receives the order

### **PRINTING** (ALL REQUIREMENTS MUST BE SUBMITTED TO THE LOCAL DEFENSE PRINTING OFFICE)

Camera ready copies require 7-10 calendar days from the date the printing office receives the order. (This include quick print services)

Non-Camera ready copies (typesetting, art work and/or multi-colors), allow 30 - 40 days from date the printing office receives the order.

### **PUBLICATIONS FROM GOVERNMENT PRINTING OFFICE OR NATIONAL TECHNICAL INFORMATION CENTER**

14 days to 10 weeks

### **\*ORDERS IN EXCESS OF \$2,500.00**

Approximately 8-10 weeks after receipt by procurement personnel. Orders in excess of \$100,000.00 and not on a General Service Administration Federal Supply Schedule or other approved contract, allow 6-9 months.

### **FEDERAL PRISON INDUSTRY**

Average varies, see procurement personnel for updated delivery schedules.

**ESTIMATED DELIVERY TIME FOR HIGH PRIORITY ITEMS OR SERVICES IS  
AVAILABLE UPON REQUEST.**

**NOTE: ABOVE DELIVERY TIMES ARE ESTIMATES FROM THE DATE THE VENDOR RECEIVES THE ORDER  
AND NOT THE DATE THE REQUESTER SUBMIT THE REQUISITION WITH THE EXCEPTION OF (\*).**